Board of Commissioners
Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Robert Gelder
Daniele Murphy
Val Tollefson
Executive Director
Stuart Grogan

HOUSING KITSAP

2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TDD (360) 535.6106

http://www.housingkitsap.org

HOUSING KITSAP BOARD OF COMMISSIONERS
WORK STUDY
DECEMBER 19, 2017
MINUTES

Board in Attendance: Kitsap County Commissioner Ed Wolfe(Chair), Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Charlotte Garrido, City of Bainbridge Island Council Member Val Tollefson, Resident Commissioner Danielle Murphy.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Housing Programs Holly Paterson, Human Resources Specialist Carol Glenn, Administrative Support Assistant Kathleen Fritz.

Absent: Kitsap County Commissioner Rob Gelder, Self-Help Program Director Dean Nail, and Project Manager of Affordable Housing Development Mike Brown.

1. **Call to Order:**
   Chair Wolfe called the meeting to order at approximately 10:46 a.m.

2. **Review of the proposed agenda:**
   No comment.

3. **Meeting Minutes:**
   The November Work Study meeting minutes were approved by consensus.

4. **Board questions and discussion regarding the Program Updates:**
   Stuart provided an update on the Cardoza case advising the Board that mediation was successful and a settlement was reached.

5. **Budget discussion:**

Wendy reported her team continues to work on the budget and Tenmast. She stated that a draft of the budget was sent to the Board last Friday, and encouraged the Board to send her questions or comments regarding the draft. Wendy stated that earlier in the morning, she attended her weekly staff meeting to address continued Tenmast issues. She stated that the list of issues is getting shorter, and the complexity of the issues is diminishing. Commissioner Erickson, asked what "TAR" stood for, Wendy advised that it stands for "Tenant Accounts Receivable". Chair Wolfe asked when the Board could expect issues with Tenmast to be resolved. Wendy stated she is hoping to have issues that impact her department, resolved in the next month. Holly stated the issues that are affecting the REMHP department, will likely not be resolved until annual reporting is complete. Commissioner Tollefson asked how likely it was for these ongoing Tenmast issues to affect Housing Kitsap's upcoming audit. Wendy advised that they will have no impact on the upcoming audit; however it may affect next year's audit. Wendy reported that she will be meeting with State auditors to identify any possible issues.

6. **Single Family:**

Stuart reported on behalf of Dean Nail stating that Dean wanted the Board to be reminded that HK is the self-help developer for Mason County as well. He advised that there is a possibility for development in Mason County, and that this could be a good opportunity for HK. He advised options are being looked into and further discussion will take place at a later time.

7. **Development:**

Stuart provided an update on the Almira site, reporting that he was unable to find a community partner willing to assist with the homeless encampment currently on the site. Stating disappointedly, due to not being able to lock in a community partner willing to assist, it appears the best option is to clear the property of all inhabitants, clean up what is left behind and begin preparing the location for RAD development.

He also provided an update on the Suzuki project, stating that he had the opportunity to speak with City Council. He provided a project summary handout and stated that it would be a 50 unit project with 50% of the units having income no more than the Average Median Income of $77,000 per year for a family of 4.

8. **Real Estate Management and Housing Program (REMHP):**

Holly reported that all properties have completed their annual inspections. She also reported that there a few vacant positions she is working to fill. She stated overall it has been quiet at the properties with staff and tenants preparing for the holiday season.

9. **Public Comment:**

Visitor Roger Gay commented on the layout of Housing Kitsap's website. He expressed that he has had difficulty both on his desktop and mobile device, finding items regarding Board meetings; such as agendas and meeting minutes. He asked that HK look further into making those items more easily accessible to the public. Wendy advised that HK is in the process of a website update and that he should see a change in the next 3-6 months. No further comments.

10. Executive Session/Adjournment:

Chair Wolfe adjourned the meeting into Executive Session to consider a Personnel Issue (RCW 42.30.110 (g)) at approximately 11:17 a.m., stating that no action would be taken and with no further business to follow the Executive Session, adjourned the meeting at approximately 11:18 a.m.

ATTEST: **ATTEST:**

STUART GROGAN	KATHLEEN FRITZ	1/16/2018
Executive Director	Administrative Support Assistant	Date Approved